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USDA RECORDS MANAGEMENT COUNCIL BY-LAWS
August 1, 1955

PREAMBLE

Recognizing the value of having a forum within the Department for the discussion of records management affairs, the records management officers and other designated representatives of Department agencies, in conjunction with the Records Administration Division, Office of Plant and Operations, do hereby organize and constitute the USDA Records Management Council.

The USDA Records Management Council, although sponsored by the Department, does not hold and shall not exercise any authority over any agency of the Department.

ARTICLE 1 - NAME

The name of this organization shall be the USDA Records Management Council.

ARTICLE 2 - PURPOSE

The purpose of the USDA Records Management Council is to promote and improve records management programs in the Department of Agriculture:

- (1) By encouraging the study, development, and use of improved methods and higher standards.
- (2) By fostering and developing interest in establishing comprehensive and sound programs of records management.
- (3) By encouraging cooperative action on the part of agency records management personnel in solving records problems through exchanges of ideas and other appropriate means.

ARTICLE 3 - MEMBERSHIP

Each member agency, including the Records Administration Division, OP&O, has the right to name not to exceed three accredited representatives to the Council, but on every question an agency shall have only one vote. The agency vote shall be cast by the member designated by that agency for voting at any particular meeting.

ARTICLE 4 - MEETINGS

The Council shall meet on the second Wednesday of each month; however, the Steering Committee, for sufficient reason, may set another day for the monthly meeting.

ARTICLE 5 - OFFICERS

The officers shall include a Chairman, Vice-Chairman, and a Steering Committee. The Steering Committee shall be made up of four elected members and one appointed member.

ARTICLE 6 - ELECTION OF OFFICERS

The Council members shall elect the officers of the Council from their own membership, except that one member of the Steering Committee shall be appointed.

ARTICLE 7 - CHAIRMAN

The Chairman will serve for a period of one year. He will preside at meetings of the Council and will have the power to appoint Council members to serve on subcommittees and to carry out special assignments.

ARTICLE 8 - VICE-CHAIRMAN

The Vice-Chairman will serve for a period of one year. In the absence of the Chairman he will preside at Council meetings and will also exercise the appointive power of the Chairman.

ARTICLE 9 - STEERING COMMITTEE

- (a) The Steering Committee will elect its own Chairman who will serve for one year. It will meet as often as its Chairman thinks necessary to accomplish its duties.
- (b) The Chairman and Vice-Chairman of the Council are invited and expected to attend the meetings of the Steering Committee. They will not have the right to vote at Committee meetings, however.
- (c) Steering Committee members shall serve for a term of two years, except for two of the original four members of the Steering Committee, who shall serve for one year only. At the end of the first year, and annually thereafter, the Council shall elect two members to the Steering Committee for a term of two years to replace the two outgoing Committee members.
- (d) The Chief, Records Administration Division, Plant and Operations, shall appoint one member of his staff to the Steering Committee. He shall serve on the Steering Committee at the pleasure of the Chief, Records Administration Division.

ARTICLE 10 - DUTIES OF STEERING COMMITTEE

The duties of the Steering Committee shall be as follows:

- (a) To prepare the agenda for each Council meeting.
- (b) To encourage members to present their problems and experiences to the whole Council for group discussion and suggestions, so that all may benefit thereby.

ARTICLE 11 - AMENDING OF BY-LAWS

The by-laws may be amended at any meeting by a favorable vote of a majority of members voting, if a quorum is present. A quorum shall exist when at least 51 percent of the agencies are represented by Council members or their alternates. However, the proposed amendment must be announced at the Council meeting which precedes the meeting at which voting on the amendment takes place.

ARTICLE 12 - VOTING

Whenever any matter comes before the Council for a vote, each agency, including the Records Administration Division, OP&O, shall be entitled to one vote.

ARTICLE 13 - ELECTIONS

Elections of officers of the Council shall be held each year in May. Newly elected officers will take office in September of each year.





